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STEPS TO BECOMING A LANGUAGE-DESIGNATED CONSULAR FELLOW

STEP 1: CONFIRM YOUR ELIGIBILITY TO APPLY

To be eligible to apply for a language-designated Consular Fellow position, you must:

- Be a U.S. citizen of at least 20 years of age, and be 21 years or older to accept a position;
- Be able to obtain and maintain a Top Secret clearance;
- Be able to obtain authorization to work in country or countries of assignment and;
- Speak a designated foreign language at a required level of proficiency (Arabic, Chinese Mandarin, Portuguese, or Spanish).



STEP 2: SUBMIT YOUR APPLICATION

Now that you have confirmed your eligibility to apply, the next step is to complete the online application. The application includes education and professional experience, as well as Personal Narrative questions. It also requires you to complete your resume online.

Complete the online application and register for the Consular Fellows Program Test (CFPT).

Information on Personal Narrative Questions



STEP 3: TAKE THE CFPT

Choose a test date and Pearson VUE test location that is convenient for you to take the CFPT. You will receive your score the same day you test.

Information on test questions



STEP 4: QUALIFICATIONS EVALUATION PANEL

If your CFPT score qualifies, your application will move forward to a Qualifications Evaluation Panel (QEP) for further review. The members of the Panel are experienced Consular Officers trained in resume evaluation skills. Your education, work experience, skills and abilities will be considered and scored in the QEP review process.

STEP 5: TAKE THE LANGUAGE TEST ?

The most competitive candidates from the QEP will be invited to take a language proficiency test with the Language Testing Institute (LTI) to confirm they have the required language skills. Both a speaking and a reading test are required.

Information on the LTI language test



STEP 6: TAKE THE CONSULAR FELLOWS ASSESSMENT ?

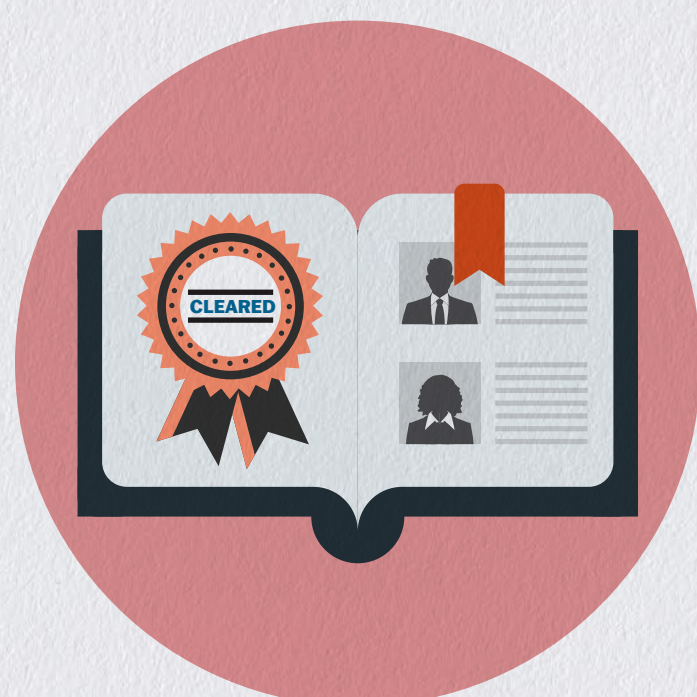
Candidates who meet the required language proficiency will be invited to participate in the virtual Assessment process. The Assessment includes a writing exercise and a structured interview to determine whether candidates demonstrate the **12 dimensions** that are essential to successful performance as a Consular Fellow.

Information on the Consular Fellows Assessment



STEP 7: CLEARANCES ?

All passing candidates must receive medical, security and suitability clearances in order to be hired and serve abroad. For those who passed the Assessment and received a conditional offer, you will receive information on how to access the Foreign Service Career Candidate Guide.



STEP 8: REGISTER OF CLEARED CANDIDATES

Candidates who received a conditional offer of employment will be placed on a register of cleared candidates based on the language designated during the initial application process.

